



November 1, 2005

INFORMATION REQUEST OR TRANSMITTAL NO. 05-01 Rev A

TO: Division Chief, Acquisition Management I Division
Division Chief, Acquisition Management II Division
Division Chief, Acquisition Management III Division
Division Chief, Administrative Services Division
Division Chief, Customer Relations Division
Division Chief, Acquisition and Property Management Division

FROM: David Sutfin
Assistant Director, NBC/GovWorks Acquisition Directorate

SUBJECT: Verifying Scope when using GSA Federal Supply Schedules (FSS)

PURPOSE: This transmittal provides provisional language to be used in all RFQs issued in accordance with FAR Part 8.4.

EFFECTIVE DATE:

This transmittal is effective upon issuance and will remain in effect until canceled or otherwise superseded.

SCOPE: This transmittal applies to all NBC/GovWorks acquisition personnel.

BACKGROUND AND DISCUSSION:

Contracting Officers must ensure delivery orders and task orders comply with the scope limitation of each GSA FSS contract by reviewing the contract's terms and conditions. GSA does not publish FSS contracts. However, by November 2005 GSA has committed to centrally publishing all FSS contracts. Until then contracting officers must rely on the vendors to obtain a copy of their FSS contract(s).

Furthermore, the contracting officer is responsible for ensuring the awards are in accordance with the terms and conditions of the FSS contract(s) and that the requirements are within scope of the intended FSS contract(s). Therefore, the following provision is required in all RFQs issued:

“All offerors shall verify in writing as part of their submission that their proposed solution is within the scope of their referenced GSA Schedule contract(s). Additionally, an (electronic) copy of the Offeror's GSA Contract, (including contract clauses) listing the applicable labor categories and fixed rates, shall be part of their submission. Fixed rates shall include all costs and fees, including overhead and profits, and shall identify any reduction in Schedule rates offered.”

The point of contact for this IRT is Chief, Policy Division (703) 787-1537.